

Wednesday, December 10, 2003

**REPORTING OF THE RECORD TASK FORCE
BUSINESS MEETING**

**Administrative Office of the Courts
Sequoia Conference Room
Third Floor
455 Golden Gate Avenue
San Francisco, CA 94102
Phone: 415-865-7530**

**Wednesday, December 10, 2003
1:00 p.m. to 5:30 p.m.**

**AGENDA
THIS AGENDA IS SUBJECT TO CHANGE**

(Items Not Completed on This Day Will Carry Over to the Next Day)

Tab	Time	Item	Action Required	Presenter/Facilitator
	1:00 – 1:05 p.m.	Opening Remarks	❖ None	Administrative Presiding Justice James A. Ardaiz, Chair of the Reporting of the Record Task Force
	1:05 – 1:35 p.m.	Public Comment	❖ None	Administrative Presiding Justice James A. Ardaiz
	1:35 – 1:45 p.m.	Major Accomplishments from the Last Meeting	❖ None	Administrative Presiding Justice James A. Ardaiz
	1:45 – 2:15 p.m.	Court Reporter Summit	❖ None	Administrative Presiding Justice James A. Ardaiz

Wednesday, December 10, 2003

Tab	Time	Item	Action Required	Presenter/Facilitator
1	2:15 – 3:00 p.m.	Ownership of the Digital Transcript <i>Attachment (E-mailed):</i> <ul style="list-style-type: none">• <i>Matrix showing folio rates, estimated number of copies purchased, and total transcript expenditures by court</i>	❖ Review the Data Collected by the AOC	Administrative Presiding Justice James A. Ardaiz Ms. Sharon Maher, Facilitator
	3:00 – 3:15 p.m.	Break		
	3:15 – 5:20 p.m.	Ownership of the Digital Transcript (Continued)	❖ Review the Data Collected by the AOC	Administrative Presiding Justice James A. Ardaiz Ms. Sharon Maher
	5:20 – 5:25 p.m.	Hotel Shuttle Information	❖ None	Ms. Claudia Ortega, Lead Staff to the Reporting of the Record Task Force
	5:25 - 5:30 p.m.	Other Business/Adjournment	❖ None	Administrative Presiding Justice James A. Ardaiz

Thursday, December 11, 2003

**REPORTING OF THE RECORD TASK FORCE
BUSINESS MEETING**

**Administrative Office of the Courts
Sequoia Conference Room
Third Floor
455 Golden Gate Avenue
San Francisco, CA 94102
Phone: 415-865-7530**

**Thursday, December 11, 2003
8:30 a.m. to 5:30 p.m.**

**AGENDA
THIS AGENDA IS SUBJECT TO CHANGE**

(Items Not Completed on this Day Will Carry Over to the Next Day)

Tab	Time	Item	Action Required	Presenter/Facilitator
	8:30 – 8:45 a.m.	Recap of the Previous Day's Discussion	❖ Discuss the Previous Day's Progress	Administrative Presiding Justice James A. Ardaiz, Chair of the Reporting of the Record Task Force
	8:45 – 9:15 a.m.	Public Comment	❖ None	Administrative Presiding Justice James A. Ardaiz
1	9:15 – 9:25 a.m.	Draft Minutes – October 2003 <i>Attachments (E-mailed):</i> <ul style="list-style-type: none">• <i>October 2003 Draft Minutes</i>	❖ Discuss and Approve the October Meeting Minutes	Administrative Presiding Justice James A. Ardaiz
	9:25 – 9:45 a.m.	Web site Correspondence to the Task Force www.courtinfo.ca.gov/courtadmin/jc/advisorycommittees.htm	❖ Discuss Any Correspondence Received	Administrative Presiding Justice James A. Ardaiz

Thursday, December 11, 2003

Tab	Time	Item	Action Required	Presenter/Facilitator
2	9:45 – 12:00 p.m.	Rules of Court 4 and 9 Pertaining to the Indexing, Binding, and Paginating of Dailies for the Record on Appeal <i>Attachments (Mailed):</i> <ul style="list-style-type: none"> • <i>Proposed Revisions to Rules of Court 4 and 9, Circulated for Comment, Dated August 28, 2000</i> • <i>Appellate Advisory Committee (AAC) Report Summary to the Judicial Council, Dated July 3, 2001</i> • <i>AAC Report to the Judicial Council, Dated July 3, 2001</i> • <i>Current Version of Rules 4 and 9</i> 	❖ Review the Proposed Amendments to these Rules and Develop Recommended Revisions	Administrative Presiding Justice James A. Ardaiz Ms. Sharon Maher, Facilitator
	12:00 – 1:00 p.m.	Lunch		
3	1:00 – 3:00 p.m.	Transcript Format <ul style="list-style-type: none"> • Status Review • Online Registration and Certification <i>Attachment (E-mailed):</i> <ul style="list-style-type: none"> • <i>Model of Online Registration and Certification</i> 	❖ Review the Status of Transcript Format Recommendations, and the Model of Online Registration and Certification	Ms. Sharon Maher
	3:00 – 3:30 p.m.	Celebration of Jeanne Millsap's Retirement and Contributions		
	3:30 – 4:30 p.m.	Transcript Format – Identification of Common Events	❖ Discuss Draft Guidelines	Ms. Maura Baldocchi and Ms. Barbara Lane, Members of the Reporting of the Record Task Force Ms. Sharon Maher

Thursday, December 11, 2003

Tab	Time	Item	Action Required	Presenter/Facilitator
	4:30 – 5:25 p.m.	Transcript Format – Speaker Identification	❖ Discuss Draft Guidelines	Ms. Julie Peak and Mr. Tom Pringle, Members of the Reporting of the Record Task Force Ms. Sharon Maher
	5:25 – 5:30 p.m.	Hotel Shuttle Information	❖ None	Ms. Claudia Ortega, Lead Staff to the Reporting of the Record Task Force
	5:30 p.m.	Adjournment	❖ None	Administrative Presiding Justice James A. Ardaiz

Friday, December 12, 2003

**REPORTING OF THE RECORD TASK FORCE
BUSINESS MEETING**

**Administrative Office of the Courts
Sequoia Conference Room
Third Floor
455 Golden Gate Avenue
San Francisco, CA 94102
Phone: 415-865-7530**

**Friday, December 12, 2003
8:30 a.m. to 12:30 p.m.**

**AGENDA
THIS AGENDA IS SUBJECT TO CHANGE**

Tab	Time	Item	Action Required	Presenter/Facilitator
	8:30 – 8:45 a.m.	Recap of the Previous Day's Discussion	❖ Discuss the Previous Day's Progress	Administrative Presiding Justice James A. Ardaiz, Chair of the Reporting of the Record Task Force
	8:45 – 9:15 a.m.	Public Comment	❖ None	Administrative Presiding Justice James A. Ardaiz
	9:15 – 9:20 a.m.	Airport Shuttle Information	❖ Sign Up for Shuttles to San Francisco and Oakland Airports	Ms. Claudia Ortega, Lead Staff to the Reporting of the Record Task Force
	9:20 – 10:45 a.m.	Transcript Format – Seal	❖ Discuss Draft Guidelines	Mr. Gary Cramer and Ms. Kary Parker, Members of the Reporting of the Record Task Force Ms. Sharon Maher, Facilitator
	10:45 – 11:00 a.m.	Break		

Friday, December 12, 2003

Tab	Time	Item	Action Required	Presenter/Facilitator
	11:00 – 12:15 p.m.	Transcript Format – Title Page & Cover Page	❖ Discuss Draft Guidelines	Ms. Julie R. Peak and Mr. Tom Pringle, Members of the Reporting of the Record Task Force Ms. Sharon Maher
	12:15 – 12:30 p.m.	Recap of Task Force Accomplishments to Date and Future Course of Action	❖ None	Administrative Presiding Justice James A. Ardaiz
	12:30 p.m.	Adjournment	❖ None	Administrative Presiding Justice James A. Ardaiz